



Review and Recommending Approval of Augmentation of Appropriation

To ensure all PPAs to be implemented are covered with an approved appropriation

Office or Division	: City Budget Office-Budget Operation: BUDGET EXECUTION SECTION			
Classification	: Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail	: All LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Augmentation of Appropriation (4 copies) 2. PPMP, if affected accounts are procurement related (4 copies) 3. Revised PPA Profile per PPA (4 copies) 4. Budget Notes, if affected accounts are non-procurement (4 copies)		End-user departments/offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach frontline personnel, hand-in the AUGMENTATION OF APPROPRIATION.	1.1 Receive the Augmentation of Appropriation; ensure presence of signature of department head; encode the Augmentation in the database/ incoming control system; Attach Monitoring slip and indicate date and time receive/release; and forward to Reviewing Officer	None	60 Minutes	Administrative Assistant I
	1.2, check completeness of the required documents, details of the Augmentation such as format; Check mathematical computation, account classification/codes, assign reference number, record in the Daily Acted Document Control Logbook, sign and forward to Fund	None	120 Minutes	Budget Officer III/ Budget Officer II



	Controller/Registry Holder			
	1.3 Fund Controller/Registry Holder check existence of appropriation and PPA Title & Number; and encode in the RAAO; sign / initials ; forward to Validation Personnel		120 minutes	Budgeting Assistant/ Administrative Assistant I/ Project Development Officer II
	1.4 Validation Personnel final review/validate the details of the AUGMENTATION and other supporting documents, sign and forward to the Approving Personnel.	None	60 Minutes	Budget Officer IV/ Budget Officer III/ City Government Assistant Department Head II
	1.5 Approve AUGMENTATION and other supporting documents /affix signature in the documents and forward to Releasing Personnel.	None	90 Minutes	City Government Department Head II
	1.6 Releasing Personnel encode in the Database and prepare transmittal to the City Mayor's Office.	None	30 Minutes	Administrative Assistant I
END OF TRANSACTION			480 minutes	